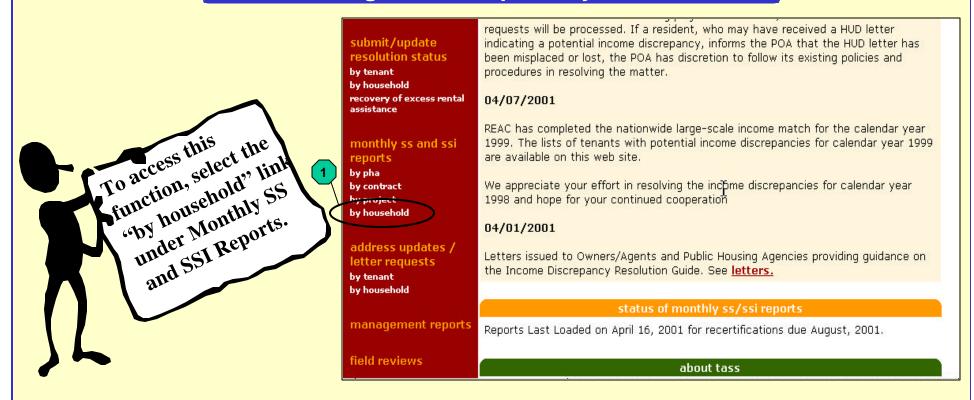


Accessing Monthly SS/SSI Reports by Household



Tenant Assessment Subsystem (TASS)

Accessing SS/SSI Reports by Household



Step 1 - Traditionally, if a user wanted SS/SSI benefit history data for a particular household, he/she would have to view the Benefit History report for the entire month and manually search for a specific household. The new SS/SSI system enables users to view and print benefit history reports for a particular household quickly and easily, based on the social security number of the head of the household.

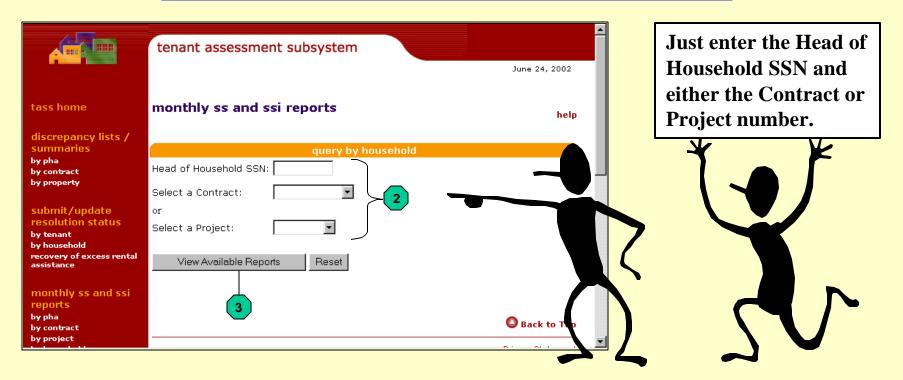


Accessing Monthly SS/SSI Reports by Household



Tenant Assessment Subsystem (TASS)

Searching by Household



- **Step 2** The "query by household" screen will appear as shown above. The user should enter the Head of Household social security number and one of the following Contract Number or Project Number to which the household belongs. *Note: Do not use hyphens (-) when entering social security numbers*.
- **Step 3** The user should then select the "View Available Reports" button. The list of monthly reports available for the household will be displayed. If the household does not belong to the user's portfolio of households, or if no reports are available, an error message of "No reports available" will be displayed.

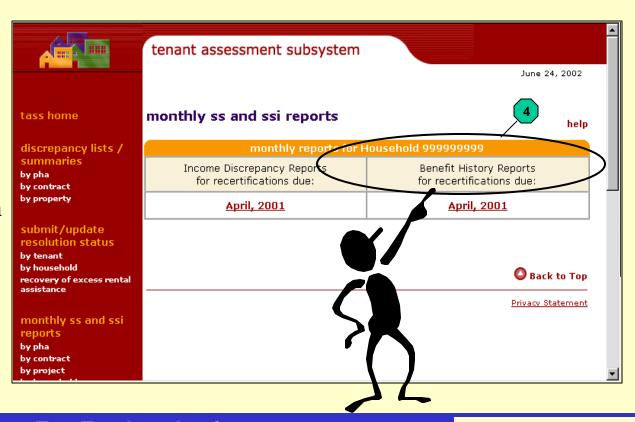


Accessing Monthly SS/SSI Reports by Household Tenant Assessment Subsystem (TASS)



Monthly Reports for Household Screen

Step 4 - Once the list of available monthly reports is presented for the household, the user can select the report they wish to download by selecting the report's month and associated year.



For Further Assistance

• For further assistance with the SS/SSI system or the new enhanced system search capability, please contact the TASS Technical Assistance Center at 1-888-245-4860.

